**Community Health Promotion Officer, Harm Reduction**

Are you passionate about seeing harm reduction principles and strategies implemented to keep LGBTQ community members safe? Do you have experience in project coordination and volunteer engagement? This opportunity to join ACON in an exciting and dynamic role could be for you.

* We are looking for someone to join the Harm Reduction team and play a vital role in coordinating and delivering our Rover program, Pivot Point online resource, and other harm reduction initiatives.

**What’s Harm Reduction you say?**

Harm Reduction at ACON delivers several community programs that reduce harm for LGBTQ community members that use alcohol and other drugs, including a Needle Syringe Program, the Rover program, the Pivot Point online hub, and other harm reduction initiatives and campaigns. The Rovers program was established in 2003 in response to a spate of drug incidents in our communities. Twenty years on the program continues to provide vital harm reduction services at LGBTQ events, parties and festivals across NSW. Rovers are trained, supervised and equipped to help patrons enjoy themselves and party safely. Pivot Point is ACON’s digital resource for sexuality and gender diverse people who are looking for support in relation to their AOD use or who are seeking information and advice about how to reduce the harms associated with use. The Harm Reduction team also supports and is involved in related research, policy development, and AOD sector engagement, to improve health and wellbeing outcomes for LGBTQ people when it comes to drugs.

**Ok, so what’s the role?**

As part of the Harm Reduction team, and reporting to the Manager of Harm Reduction, this role will focus on the successful delivery of ACON’s Rover program, Pivot Point, and other harm reduction initiatives and campaigns. This role will require strong coordination skills, project management skills, volunteer engagement skills, and good knowledge and interest in harm reduction and AOD policy.

As Community Health Promotion Officer, Harm Reduction, you will:

* Support the Manager in the development, implementation, monitoring, and evaluation of ACON’s community education, health promotion, and capacity building programs which are designed to reduce harms associated with AOD use among LGBTQ communities.
* Manage, support, train and evaluate volunteers for The ACON Rover Program.
* Build and maintain effective relationships with LGBTQ+ venues and event promotors for The Rover program as well as other funded activities.
* Deliver targeted LGBTQ+ inclusivity training with venues and event promotors in collaboration with Pride Training,
* Keep-up-to date with relevant drug warnings, research, and literature regarding the use of AOD in our communities and create content for ACON’s online hub Pivot Point.
* Develop and maintain knowledge and skills in overdose management, incident de-escalation and management, safer injecting practices, and other AOD harm reduction practices.
* Maintain appropriate and timely statistics, administrative records, written reports and management of all Rover bookings.
* Coordinate the distribution and activation of ACON’s AOD resources and campaigns on social media, at main community venues/events and with key stakeholders.
* Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, performance appraisals, quality improvement and professional development strategies.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Who are we looking for?:**

## **Essential**:

1. Experience or qualifications in either community services, health education or health promotion.
2. Understanding of AOD use and harm reduction approaches as they relate to people from sexuality and gender diverse communities.
3. Demonstrated skills in recruiting, training, and retaining volunteers.
4. Demonstrated experience in planning, project managing, implementing, and evaluating evidence-based health promotion initiative.
5. Strong interpersonal, written, and oral communication skills, including the ability to work in community-based settings with diverse communities and in partnership with government and non-government organisations.
6. Demonstrated proficiency in using Microsoft Office 365.
7. Applicants must provide evidence of double Covid-19 Vaccination, in addition to any other vaccination required to perform the role.

**Desirable**

1. Experience volunteering in ACON’s Rover Program or other harm reduction peer services.
2. A current NSW driver’s licence.
3. Current First Aid Certificate.

**What else can we tell you?**

ACON provides a colourful, nurturing, and fun workplace. Our employees and volunteers are the foundation for our ongoing effectiveness and for our capacity to deliver innovative community engagement and health promotion programs and initiatives for our communities.

To support the successful candidate in their new role at ACON we offer:

* Flexible working arrangements.
* Generous learning and development opportunities.
* Potential for tailored mentoring opportunities.

**What’s the remuneration and working details?:**

**Salary:**  $69,910 to $74,767 (*Gross FTE per-annum) Pro-Rata, PLUS* S*uperannuation and Leave Loading*) – commensurate with skills, qualifications, and experience.

**Location**: ACON’s Sydney (Surry Hills) Office, with flexible working arrangements to be agreed upon in the role.

**Hours:** Part-Time (56 hours per fortnight) on a one-year fixed term contract with the possibility of extension.

We offer flexible working arrangements and a generous array of entitlements often above the National Employment Standards (NES) including:

* Salary Packaging up to $30,000 gross up value (i.e., currently up to $15,899 tax free).
* Generous pro-rata leave entitlements – including up to an extra week of paid leave for full time employees to be taken during our Christmas and New Year’s shutdown period.
* Employee Assistance Program (EAP) – access to a comprehensive counselling service free to employees.

**How can I find out more details and apply?**

If this sounds like you, we invite you to apply to join our team and help us make a meaningful impact on the lives of those we serve. By joining us, you will be part of a mission to create a healthier and more inclusive community.

We’d love someone who has experience already in this area but people at all levels of experience are absolutely welcome to apply. We highly encourage Aboriginal and Torres Strait Islander people, people from CALD backgrounds, people with disabilities, and people of all genders to apply.

For more information about the role, please contact Georgina Bell, Manager Harm Reduction via email at [gbell@acon.org.au](mailto:gbell@acon.org.au).

If this sounds like the position and organisation you’ve been looking for, find out how to apply at <https://www.acon.org.au/about-acon/jobs/#community-health-promotion-officer-harm-reduction>

All applications must include:

1. Your completed *ACON Employment Application Form* – with all the details filled in where requested;
2. Your *Cover Letter* outlining how you meet the *Selection Criteria*; and
3. Your *Resume*.

**Applications close: Monday 5 November 2023**

We are grounded in the belief that diversity is our strength, our differentiator, and at the core of who we are and what we do. As part of our commitment to inclusion, we encourage applications from people living with HIV, Aboriginal and Torres Strait Islander people and LGBTQ people from culturally, linguistically and ethnically diverse, migrant and refugee backgrounds, and LGBTQ people of colour.

[www.acon.org.au](http://www.acon.org.au)

**POSITION DESCRIPTION**

**Position Title:** Community Health Promotion Officer, Harm Reduction

**Work Level:** Operational

**Reports To:**  Manager, Harm Reduction

**Direct Reports:**  Nil

**Position Overview**

This position is responsible for supporting and coordinating the planning, developing, implementing, and evaluating of ACON’s AOD harm reduction, community development and education activities aimed at improving the health and wellbeing of sexuality and gender diverse communities. It covers The ACON Rover program, Pivot Point and other harm reduction program areas as needed.

**About Harm Reduction at ACON**

The Harm Reduction team at ACON provide several programs delivering community health promotion related to alcohol and other drug harm reduction, including policy, partnerships and collaboration, research, advocacy, capacity building, community development and peer education for sexuality and gender diverse adults (LGBTQ+) and those at risk of or living with BBV’s such as HIV and Hepatitis C.

ACON’s Harm Reduction Programs seek to advance health and wellbeing by using social determinants of health, intersectional and human rights values, and principles. We work across all sexuality and gender diverse communities, including Sistergirls, Brotherboys and trans mob, LGBTQ+ people from multicultural backgrounds and LGBTQ+ people living with HIV.

**Main Activities**

* Support the Manager in the development, implementation, monitoring, and evaluation of ACON’s community education, health promotion, and capacity building programs which are designed to reduce harms associated with AOD use among LGBTQ communities.
* Manage, support, train and evaluate volunteers for The ACON Rover Program.
* Build and maintain effective relationships with LGBTQ+ venues and event promotors for The Rover program as well as other funded activities.
* Deliver targeted LGBTQ+ inclusivity training with venues and event promotors in collaboration with Pride Training,
* Keep-up-to date with relevant drug warnings, research, and literature regarding the use of AOD in our communities and create content for ACON’s online hub Pivot Point.
* Develop and maintain knowledge and skills in overdose management, incident de-escalation and management, safer injecting practices, and other AOD harm reduction practices.
* Maintain appropriate and timely statistics, administrative records, written reports and management of all Rover bookings.
* Coordinate the distribution and activation of ACON’s AOD resources and campaigns on social media, at main community venues/events and with key stakeholders.
* Actively participate in and contribute to an ongoing process of supervision, unit meetings, team meetings, general staff meetings, performance appraisals, quality improvement and professional development strategies.
* Perform other duties to assist with the work of the unit as requested by your supervisor (or designate).

**Selection Criteria**

**Essential:**

* Experience or qualifications in either community services, health education or health promotion.
* Understanding of AOD use and harm reduction approaches as they relate to people from sexuality and gender diverse communities.
* Demonstrated skills in recruiting, training, and retaining volunteers.
* Demonstrated experience in planning, project managing, implementing, and evaluating evidence-based health promotion initiative.
* Strong interpersonal, written, and oral communication skills, including the ability to work in community-based settings with diverse communities and in partnership with government and non-government organisations.
* Demonstrated proficiency in using Microsoft Office 365.
* Applicants must provide evidence of double Covid-19 Vaccination, in addition to any other vaccination required to perform the role.

**Desirable:**

* Experience volunteering in ACON’s Rover Program or other harm reduction peer services.
* A current NSW driver’s licence.
* Current First Aid Certificate.

**Additional Information**

This position is located at the ACON Sydney (Surry Hills) Office with a flexible working arrangement to be agreed upon.

**How do I apply?**

You must email us the following three documents in MS-Word or PDF format to [vacancy@acon.org.au](mailto:vacancy@acon.org.au):

* + 1. **Your completed ACON application form – with all the details filled in**
    2. **Your Cover Letter outlining how you meet the Selection Criteria**

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Tell us how your skills and experience relate to the requirements of the role and how you’d use them to excel in this job.

To do this, please address each criterion separately. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.

* + 1. **Your Resume**

Tell us about your current and previous employment and your education. Be sure to include:

1. Your **Name**, **Contact Details** and preferred **Pronouns**.
2. Your **Education** including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
3. Your **Work Experience** including jobs, internships, and volunteer work.

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email acknowledging receipt of your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applications and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for interview, you will be contacted by the Recruiting Manager and invited to an interview. Your interview may take the form of a question-and-answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The Recruiting Manager will let you know the format of the interview and any documents, presentations, or examples of previous work that you might need to bring with you.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most qualified and capable of carrying out the duties of the position will be offered the role. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks, Proof of Vaccination and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the People and Culture Team including your contract and other documents (E.g., the ACON Code of Conduct, Tax File Declaration, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the People and Culture team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-3 business days acknowledging receipt of your application, and informing you of the date by which all successful applicants will be notified they have progressed to the next stage of the recruitment process. If you have not been contacted by this date, then unfortunately your application has not been successful.

If you are successful in gaining an interview, the Recruiting Manager will contact you to arrange a suitable date and time for interview. If you are not selected for an interview, you will not receive any further notifications regarding your application for this role. We appreciate the time you took to respond to our advertisement, and for your interest in ACON, and encourage you to apply for future roles that are advertised that fit your skills, experience, and qualifications.